

This form can only be used by DDF to identify individual signatories of DDF accounts. Please complete Sections 1, 2, 3 and 4 in full.

Section 1 – Individual Customer Details

Please enter your personal details, exactly as it appears on your Australian Government Identity Documents, such as a driver’s licence or passport. Fields indicated with * are mandatory.

Title	First Name*	Middle Name	Surname*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	Residential Address*		
<input type="text"/>	<input type="text"/>		
Email Address*	Mobile Number*		
<input type="text"/>	<input type="text"/>		<input type="text"/>
Occupation*	<input type="text"/>		

Section 2 – Electronic Verification of Identity

Statement re Electronic Verification of Identity: As per the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act) DDF is required to verify your identity before providing any financial services. As part of the verification process, your name, address, and date of birth may be provided to a credit reporting body and reporting entities such as VIX Verify and Equifax, who will assess whether this matches the information held by them. They will use this information in addition to their own information to make the assessment. The issuer or official record holder of any document you provide may be contacted to verify them by using the Government’s Document Verification Service. This document check may involve an approved third-party service. The information you are providing is your personal information and you must have authority to provide it to DDF.

Do you agree to DDF using and disclosing your personal information for the purposes of electronic verification as described in the Statement above regarding Electronic Verification of Identity?

Yes – please provide details of 2 of the 3 following valid Australian Government Identity Documents:

If you are unable to provide these documents, please provide 2 forms of acceptable identification documents (see reference information on page 3 of this form).

Australian Drivers Licence		Medicare Card		Australian Passport
Licence Number	<input type="text"/>	Card Number	<input type="text"/>	Passport Number
<input type="text"/>		<input type="text"/>		<input type="text"/>
Card Number	State of Issue	Line Number	Expiry Date	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: It is an offence under the AML/CTF Act to provide false or misleading information about your identity.

- Should DDF not be able to verify your identity either electronically, or through alternate methods, DDF will not be able to provide the requested financial service.
- If you fail electronic verification, DDF may contact you and request you provide copies of additional identification.

Section 3 – Customer Overseas Tax Residency Self Certification

Tax Information - are you a resident for tax purposes in any country other than Australia? You must select one of the following options:

- No – I am a tax resident of Australia only.
- Yes – please provide the name of each country in which you are a tax resident, a Tax Identification Number (TIN) for each country and an explanation of why you are not providing a TIN (if applicable)

	Country/Jurisdiction of Tax Residence	Taxpayer Identification	If no TIN	
		Number (TIN) or equivalent	available enter reason A, B or C	Explanation if reason code B is selected
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If no TIN is provided, select a reason from the following list:

- A - This country does not issue TINs
- B - I don't have a TIN for this country (please explain why above)
- C - It is not mandatory for me to disclose my TIN for this country

Section 4 – Customer Declaration and Signature Specimen

By signing below, I confirm that the details I have provided in sections 1, 2 and 3 of this document are true and correct.

Specimen Signature – please sign within the borders of the box with a **black** pen (a wet signature is required).

Date Signed

To view the DDF Identification and Disclosure Statements please visit our website www.ddfsandhurst.au/forms

To view our Privacy Policy please visit our website www.ddfsandhurst.au/forms

DDF USE ONLY – VERIFYING OFFICER USE

I certify that, in the capacity of Verifying Officer for the Diocese of Sandhurst Development Fund, the individual referenced in section 1 of this document, has been identified and is authorised to sign in accordance with any Account Authority held by DDF on which this person is listed as an Authorising Party or Signatory.

I confirm that where electronic identity verification has not been agreed, I have sighted the original or a certified copy of original documents and verify that the above is true and correct.

Any willful breach of identification obligations is made punishable under the AML Act 2006.

The original Certificate of Identify form and copies of the original Identification Documents are to be retained by the DDF.

Verifying Officer Name	Position	Date Verified

Signature

Identification Document Details

Category	Document Type (e.g. Australian Passport)	Verification Format – please select
Table A		<input type="checkbox"/> Green ID – Reference#
Table A or B		<input type="checkbox"/> Original Document
Table B		<input type="checkbox"/> Certified Copies

Reference Information

Acceptable Documents - verify the customer's full name and either date of birth or residential address by selecting TWO documents from the lists below.

Note: At least ONE document must be included from Table A.

Table A	Table B
<p>Primary Identification</p> <ul style="list-style-type: none"> • Australian driver's licence containing a photograph of the person • Australian passport (a passport that has expired within the preceding 2 years is acceptable) • Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person • Foreign passport or similar travel document containing a photograph of the person and signature of the person** • Australian birth certificate • Australian Government issued social security or pension card • Letters (2) of reference or equivalent provided by Aboriginal/Torres Strait Islanders Community Leaders (secondary identification not required) 	<p>Secondary Identification</p> <ul style="list-style-type: none"> • National identity card issued by a foreign government** • A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits and contains the individual's name and residential address • A document issued by the Australian Taxation Office within the preceding 12 months which contains the individual's name and residential address • A document issued by an Australian local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address) • Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth** • Australian Government issued Medicare card • Australian Government issued ID or permit card, sealed in plastic • Australian drivers licence issued on paper • Identity card issued by tertiary institution • Student card or reference letter issued by educational institution containing school logo

** Documents presented in a language that is other than English must be accompanied by an English translation prepared by an accredited translator.

Approved Certifiers

A certified copy means a document that has been certified as a true copy of an original document by one of the following persons:

1. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia as a legal practitioner (however described)
2. A Justice of the Peace
3. A notary public (for the purposes of the Statutory Declaration Regulations 1993)
4. A police officer
5. An agent or permanent employee of the Australian Postal Corporation who oversees supplying postal services to the public
6. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
7. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees or
8. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the Institute of Public Accountants with 2 or more years of continuous membership.
9. A foreign public notary whose appointment is lawful and their status as a notary public can be verified